Company Tracking Number: AE-1065, AE-1067

TOI: L04G Group Life - Term Sub-TOI: L04G.500 Other

Product Name: Group Term Life

Project Name/Number: Conversion Applications/AE-1065

## Filing at a Glance

Company: Unum Life Insurance Company of America

Product Name: Group Term Life SERFF Tr Num: UNUM-126043348 State: Arkansas
TOI: L04G Group Life - Term SERFF Status: Closed-Approved-State Tr Num: 41640

Closed

Sub-TOI: L04G.500 Other Co Tr Num: AE-1065, AE-1067 State Status: Approved-Closed

Filing Type: Form Reviewer(s): Linda Bird

Author: Ellen Desrosiers Disposition Date: 02/25/2009

Date Submitted: 02/20/2009 Disposition Status: Approved-

Closed

Implementation Date Requested: On Approval Implementation Date:

State Filing Description:

### **General Information**

Project Name: Conversion Applications Status of Filing in Domicile: Pending

Project Number: AE-1065 Date Approved in Domicile:

Requested Filing Mode: Domicile Status Comments: Maine is our

domicile

Explanation for Combination/Other: Market Type: Group

Submission Type: New Submission Group Market Size: Small and Large

Overall Rate Impact: Group Market Type: Employer, Association,

Trus

Filing Status Changed: 02/25/2009 Explanation for Other Group Market Type:

State Status Changed: 02/25/2009

Created By: Ellen Desrosiers

Corresponding Filing Tracking Number:

# **Company and Contact**

Submitted By: Ellen Desrosiers

Conversion Application Filing

## Filing Contact Information

Deemer Date:

Filing Description:

Ellen Desrosiers, Contract Analyst Ellen Desrosiers @unum.com

2211 Congress Street 800-974-2266 [Phone] 4505 [Ext]

Company Tracking Number: AE-1065, AE-1067

TOI: L04G Group Life - Term Sub-TOI: L04G.500 Other

Product Name: Group Term Life

Project Name/Number: Conversion Applications/AE-1065

C456 423-785-2914 [FAX]

Portland, ME 04122

**Filing Company Information** 

Unum Life Insurance Company of America CoCode: 62235 State of Domicile: Maine 2211 Congress Street Group Code: 416 Company Type: L&H Portland, ME 04122 Group Name: State ID Number:

(207) 575-2211 ext. [Phone] FEIN Number: 01-0278678

-----

## Filing Fees

Fee Required? Yes
Fee Amount: \$40.00
Retaliatory? Yes

Fee Explanation: 2 forms @ \$20.00 each = \$40.00

Per Company: No

COMPANY AMOUNT DATE PROCESSED TRANSACTION #

Unum Life Insurance Company of America \$40.00 02/20/2009 25843717

Company Tracking Number: AE-1065, AE-1067

TOI: L04G Group Life - Term Sub-TOI: L04G.500 Other

Product Name: Group Term Life

Project Name/Number: Conversion Applications/AE-1065

# **Correspondence Summary**

## **Dispositions**

| Status              | Created By | Created On | Date Submitted |
|---------------------|------------|------------|----------------|
| Approved-<br>Closed | Linda Bird | 02/25/2009 | 02/25/2009     |

Company Tracking Number: AE-1065, AE-1067

TOI: L04G Group Life - Term Sub-TOI: L04G.500 Other

Product Name: Group Term Life

Project Name/Number: Conversion Applications/AE-1065

# **Disposition**

Disposition Date: 02/25/2009

Implementation Date: Status: Approved-Closed

Comment:

Rate data does NOT apply to filing.

Company Tracking Number: AE-1065, AE-1067

TOI: L04G Group Life - Term Sub-TOI: L04G.500 Other

Product Name: Group Term Life

Project Name/Number: Conversion Applications/AE-1065

| Schedule                   | Schedule Item                        | Schedule Item Status Public Access |
|----------------------------|--------------------------------------|------------------------------------|
| Supporting Document        | Flesch Certification                 | Yes                                |
| <b>Supporting Document</b> | Application                          | No                                 |
| <b>Supporting Document</b> | Cover Letter                         | Yes                                |
| Form                       | Notification of Conversion Privilege | Yes                                |
| Form                       | Notification of Conversion Privilege | Yes                                |

Company Tracking Number: AE-1065, AE-1067

TOI: L04G Group Life - Term Sub-TOI: L04G.500 Other

Product Name: Group Term Life

Project Name/Number: Conversion Applications/AE-1065

### Form Schedule

Lead Form Number: AE-1065

| Schedule | Form    | Form Type | e Form Name          | Action   | <b>Action Specific</b> | Readability | Attachment  |
|----------|---------|-----------|----------------------|----------|------------------------|-------------|-------------|
| Item     | Number  |           |                      |          | Data                   |             |             |
| Status   |         |           |                      |          |                        |             |             |
|          | AE-1065 | Other     | Notification of      | Initial  |                        | 52.600      | AE-1065.pdf |
|          |         |           | Conversion Privilege | <b>:</b> |                        |             |             |
|          | AE-1067 | Other     | Notification of      | Initial  |                        | 52.600      | AE-1067.pdf |
|          |         |           | Conversion Privilege | <b>!</b> |                        |             |             |



#### LIFE INSURANCE

#### NOTIFICATION OF CONVERSION PRIVILEGE

Unum Life Insurance Company of America (Unum)

- Conversion rights When your group life insurance terminates or the amount of coverage you have is reduced, you can convert your coverage to an individual Whole Life Policy or you may purchase a Single Premium Convertible One-Year Term Life Policy. You may purchase either of these options without having to provide evidence of insurability.
- 2. Start Conversion within 31 days Your life insurance coverage under your employer's group policy remains in effect for 31 days after the date of termination or reduction of coverage. You may apply for conversion any time within that period.

If you do not apply within 31 days, the option to convert will no longer be available to you.

#### How to apply for Conversion

If you wish to convert your group life insurance coverage to an individual policy, complete the attached application and send it with your first premium payment (made payable to Unum) to:

Unum
Portability and Conversion Unit
2211 Congress St.
Portland, Maine 04122

- **3. Amount of coverage you can buy** When your group coverage terminates or reduces, you can apply for any amount of life insurance up to, but not exceeding the amount you had under your group plan.
- **4. Cost of an individual policy** The rates included in this package show the cost of an individual policy. If your rate is not listed, please call Unum at 1-800-635-5597.

#### **COMPLETING THE APPLICATION**

- 1. **Employer completes this section** Employer must complete the top section of the application before giving to the employee.
- 2. Employee completes this section Employee must complete this section in order to continue this coverage.
  - a. Print Insured's Name Enter full name, check male or female and enter date of birth.
  - **b.** Applicants / Dependent's Name (if other than insured) Enter the name of the person applying for insurance if it is other than the insured person. Check male or female and enter date of birth.
  - **c. Insured's Address** Enter full mailing address of the insured.
- 3. What type of insurance are you electing? You may elect Individual Whole Life or a Single Premium Convertible One-Year Term Life Policy. If you elect the Single Premium Convertible Policy, your Whole Life Insurance Policy will become effective after one year provided the premium due is received within the lifetime of the insured and within the Grace Period as provided in your Whole Life Policy.
- **4.** What is the amount of insurance you wish to convert Enter the exact amount of life insurance you wish to convert to an individual policy. Please note that you may not convert an amount in excess of the amount of coverage you held under the group policy.
- 5. Check premium payment mode Check the box next to the mode of payment that you elect to pay your premiums.
- **6. Do you wish to elect Automatic Premium Loan** You are entitled to have any loan value on the policy automatically used to pay any premium which is unpaid on expiration of the 31 day grace period.
- 7. Whom do you wish as beneficiary(ies) under the Individual Policy Enter the full name and relationship of your Primary and Contingent beneficiaries.
- 8. Signatures -

**Insured's Signature** – The person whose life is being covered for insurance must sign the application unless he/she is under 18 years of age.

**Applicant's Signature** – If the insured is under 18 years of age, the parent or guardian who will be paying the insurance premiums must sign here.

Owner Signature – Any person other than the insured must sign as a witness to the application.

#### **Special Instructions for Completing the Application**

- A separate application must be completed for each applicant applying for coverage.
- Any changes made to your answers must be initialed and dated.

AE-1065 (08/08)



### APPLICATION FOR CONVERSION OF GROUP LIFE INSURANCE TO AN INDIVIDUAL LIFE INSURANCE POLICY

Unum Life Insurance Company of America

| 1. Employer Completes this Section   |                       |   |                  |                                |       |
|--|-----------------------|---|------------------|--------------------------------|-------|
| Company Name   |                       | Group Policy and Division Numbers                   |                  |                                |       |
| Employee's Name (Last, First, MI)  | Social Security Numbe | r   | Date of Birth    |                                |       |
| Dependent Name (if converting dependent cover  | Social Security Numbe | r   | Date of Birth    |                                |       |
| Group life insurance benefits were: Reason f  ☐ Terminated ☐ Reduced   | or Termination        | Date of Termination or                              | Reduction        | Amount of Coverage L           | ost   |
| Was the employee disabled on date of termination   | ion or reduction?     | ☐ Yes ☐ No  | Date of Disa     | bility (Date last worked)      |       |
| If yes, see (waiver of premium) Extension of Em of the group contract, if available under the group  |                       | ance Provision                                      |                  |                                |       |
| Has Employee submitted a claim for extension of group benefit? ☐ Ye  | es 🗆 No               | Was the group life coverassigned? (collateral/al    |                  | ly<br>□ Yes □ N                | <br>0 |
| Employer Signature   |                       | (**************************************             | Dat              |                                |       |
|  |                       |   |                  |                                |       |
| 2. Employee Information  |                       |   |                  |                                |       |
| A. Print Insured's Name (Last, First, Mid. In  | nt.)                  |   | Sex              | Date of Birth                  |       |
| B. Applicant's/Dependent's Name (if other  | than insured)         |   | Sex<br>M<br>F    | Date of Birth                  |       |
| C. Insured's Address (No. & Street, City, S  | tate, Zip Code)       |   |                  | 1                              |       |
| 3. I elect the following life insurance:   |                       |   |                  |                                |       |
|  |                       | rtible One-Year Term Life<br>n wavier of premium or |                  |                                | _ife  |
| 4. What is the amount of insurance you wish to Note: The amount may not exceed the exceed the exceed the amount may not exceed the exceed the exceed |                       | ction 1.  |                  |                                |       |
| 5. Check premium ☐ Annually ☐ Semi-Annual ☐ Quarterly  | lly                   | 6. Do you wish  ☐ Yes  ☐ No                         | n to elect autor | natic premium loan?            |       |
| 7. Whom do you wish as beneficiary(ies) of primary:  | roceeds under the     | e individual policy?                                |                  |                                |       |
| If beneficiary(ies) named above not living, t Contingent:  | hen pay:              |   |                  |                                |       |
| I UNDERSTAND AND AGREE THAT: (1) The st  |                       |   |                  |                                |       |
| corded to the best of my knowledge and belief. privilege contained in the Group Policy. (3) The  |                       |   |                  |                                |       |
| prescribed under the Group Policy. (4) The bene  | eficiary designation  | on above has no effect o                            | n the beneficia  | ary designation for any d      | leath |
| benefits payable under the Group Policy. (5) If a coverage shown in item 4 above, the individual of America, will refund to the beneficiary any pre-   | policy will be voice  | I from the beginning. In t                          | this case, we, I |                                |       |
|  |                       |   |                  | nature (if other than insured) | Date  |
|  |                       |   |                  |                                |       |

Unum is a registered trademark and marketing brand of Unum Group and its insuring subsidiaries.

AE-1065 (08/08)

For Residents of the District of Columbia, Maine, Tennessee and Washington: It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.

For Residents of Florida: Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

**For Residents of Kansas:** Any person who knowingly and with intent to defraud presents false information in an application for insurance may be guilty of a crime and may be subject to fines and confinement in prison.

For Residents of Kentucky, Ohio and Pennsylvania: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

For Residents of Minnesota: Any person who knowingly or willfully makes a false or fraudulent statement in, or relative to, any application for insurance or membership for any purpose shall be guilty of a gross misdemeanor.

For Residents of New Jersey: Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

**For Residents of New Mexico:** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to civil fines and criminal penalties.

For Residents of Puerto Rico: Any person who, knowingly and with intent to defraud, presents false information in an insurance request form, or who presents, helps or has presented a fraudulent claim for the payment of a loss or other benefit, or presents more than one claim for the same damage or loss, will incur a felony, and upon conviction will be penalized for each violation with a fine no less than five thousand (5,000) dollars nor more than ten thousand (10,000) dollars, or imprisonment for a fixed term of three (3) years, or both penalties. If aggravated circumstances prevail, the fixed established imprisonment may be increased to a maximum of five (5) years; if attenuating circumstances prevail, it may be reduced to a minimum of two (2) years.

For Residents of All Other States: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance may be guilty of a crime and may be subject to fines and confinement in prison.

AE-1065 (08/08)



#### LIFE INSURANCE

#### NOTIFICATION OF CONVERSION PRIVILEGE

Unum Life Insurance Company of America (Unum)

- Conversion rights When your group life insurance terminates or the amount of coverage you have is reduced, you can convert your coverage to an individual Whole Life Policy or you may purchase a Single Premium Convertible One-Year Term Life Policy. You may purchase either of these options without having to provide evidence of insurability.
- 2. Start Conversion within 31 days Your life insurance coverage under your employer's group policy remains in effect for 31 days after the date of termination or reduction of coverage. You may apply for conversion any time within that period.

If you do not apply within 31 days, the option to convert will no longer be available to you.

#### How to apply for Conversion

If you wish to convert your group life insurance coverage to an individual policy, complete the attached application and send it with your first premium payment (made payable to Unum) to:

Unum
Portability and Conversion Unit
2211 Congress St.
Portland, Maine 04122

- **3. Amount of coverage you can buy** When your group coverage terminates or reduces, you can apply for any amount of life insurance up to, but not exceeding the amount you had under your group plan.
- **4.** Cost of an individual policy The rates included in this package show the cost of an individual policy. If your rate is not listed, please call Unum at 1-800-421-0344.

#### **COMPLETING THE APPLICATION**

- 1. **Employer completes this section** Employer must complete the top section of the application before giving to the employee.
- 2. Employee completes this section Employee must complete this section in order to continue this coverage.
  - a. Print Insured's Name Enter full name, check male or female and enter date of birth.
  - **b.** Applicants / Dependent's Name (if other than insured) Enter the name of the person applying for insurance if it is other than the insured person. Check male or female and enter date of birth.
  - **c. Insured's Address** Enter full mailing address of the insured.
- 3. What type of insurance are you electing? You may elect Individual Whole Life or a Single Premium Convertible One-Year Term Life Policy. If you elect the Single Premium Convertible Policy, your Whole Life Insurance Policy will become effective after one year provided the premium due is received within the lifetime of the insured and within the Grace Period as provided in your Whole Life Policy.
- **4.** What is the amount of insurance you wish to convert Enter the exact amount of life insurance you wish to convert to an individual policy. Please note that you may not convert an amount in excess of the amount of coverage you held under the group policy.
- 5. Check premium payment mode Check the box next to the mode of payment that you elect to pay your premiums.
- **6. Do you wish to elect Automatic Premium Loan** You are entitled to have any loan value on the policy automatically used to pay any premium which is unpaid on expiration of the 31 day grace period.
- 7. Whom do you wish as beneficiary(ies) under the Individual Policy Enter the full name and relationship of your Primary and Contingent beneficiaries.
- 8. Signatures -

**Insured's Signature** – The person whose life is being covered for insurance must sign the application unless he/she is under 18 years of age.

**Applicant's Signature** – If the insured is under 18 years of age, the parent or guardian who will be paying the insurance premiums must sign here.

Owner Signature – Any person other than the insured must sign as a witness to the application.

#### **Special Instructions for Completing the Application**

- A separate application must be completed for each applicant applying for coverage.
- Any changes made to your answers must be initialed and dated.



### APPLICATION FOR CONVERSION OF GROUP LIFE INSURANCE TO AN INDIVIDUAL LIFE INSURANCE POLICY

Unum Life Insurance Company of America

| 1. Employer Completes this  | Section                                  |                  |                                       |      |               |                                       |        |
|---|--|------------------|---------------------------------------|------|---------------|---------------------------------------|--------|
| Company Name Gr   |  |                  | Group Policy and Division Numbers     |      |               |                                       |        |
| Employee's Name (Last, First, MI)   | (Last, First, MI) Social Security Number |                  |                                       |      | Date of Birth |                                       |        |
| Dependent Name (if converting dependent coverage)                             |  |                  | Social Security Number                |      |               | Date of Birth                         |        |
| Group life insurance benefits were:  ☐ Terminated ☐ Reduced                   | Reason fo                                | or Termination   |                                       |      |               | Amount of Coverage                    | Lost   |
| Was the employee disabled on date of  | of terminati                             | on or reduction? | ☐ Yes ☐ No                            | D    | ate of Disa   | bility (Date last worke               | d)     |
| If yes, see (waiver of premium) Exten of the group contract, if available und |  |                  |                                       |      |               |                                       |        |
| Has Employee submitted a claim for extension of group benefit?                | □ Ye                                     | es 🗆 No          | Was the group life assigned? (collate | _    |               | ·                                     | No     |
| Employer Signature  |  |                  |                                       |      | Dat           | e                                     |        |
| 2. Employee Information   |  |                  |                                       |      |               |                                       |        |
| A. Print Insured's Name (Last, F  | iret Mid Ir                              | ot )             |                                       |      | Sex           | Date of Birth                         |        |
| A. Tillit ilisuled 3 Name (Last, 1  | irst, iviid. ii                          |                  |                                       |      | □ M<br>□ F    | Date of Billin                        |        |
| B. Applicant's/Dependent's Name (if other than insured)  Sex                  |  |                  |                                       | Sex  | Date of Birth |                                       |        |
| C. Insured's Address (No. & Stre  | eet, City, St                            | ate, Zip Code)   |                                       |      |               |                                       |        |
| 3. I elect the following life insurance                                       | 9:                                       |                  |                                       |      |               |                                       |        |
| ☐ Whole Life Only  Note: The individual policy that y                         | ☐ Single                                 |                  |                                       |      |               | ic conversion to Whol<br>th benefits. | e Life |
| 4. What is the amount of insurance Note: The amount may not exce              |  |                  | ction 1.                              |      |               |                                       |        |
| 5. Check premium  |  |                  |                                       |      |               |                                       |        |
| 7. Whom do you wish as beneficiar Primary:                                    | y(ies) of pr                             | oceeds under the | e individual policy?                  |      |               |                                       |        |
| If beneficiary(ies) named above r<br>Contingent:                              | not living, tl                           | nen pay:         |                                       |      |               |                                       | -      |
| I UNDERSTAND AND AGREE THAT:  | ` '                                      |                  |                                       |      |               | •                                     | •      |
| corded to the best of my knowledge a  |  |                  |                                       |      |               |                                       |        |
| privilege contained in the Group Policy prescribed under the Group Policy. (4 |  |                  |                                       |      |               |                                       |        |
| benefits payable under the Group Policy. (4                                   |  |                  |                                       |      |               |                                       |        |
| coverage shown in item 4 above, the   |  |                  |                                       |      |               |                                       |        |
| of America, will refund to the beneficia                                      |  |                  |                                       |      |               |                                       | - 1    |
| 8. Insured's Signature  | Date                                     | Applicant's/Dep  | pendent's Signature                   | Date | Owner Sig     | nature (if other than insured)        | Date   |

Unum is a registered trademark and marketing brand of Unum Group and its insuring subsidiaries.

#### **FRAUD NOTICE**

For Residents of the District of Columbia, Maine, Tennessee and Washington: It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.

For Residents of Florida: Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

**For Residents of Kansas:** Any person who knowingly and with intent to defraud presents false information in an application for insurance may be guilty of a crime and may be subject to fines and confinement in prison.

For Residents of Kentucky, Ohio and Pennsylvania: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

For Residents of Minnesota: Any person who knowingly or willfully makes a false or fraudulent statement in, or relative to, any application for insurance or membership for any purpose shall be guilty of a gross misdemeanor.

For Residents of New Jersey: Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

**For Residents of New Mexico:** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to civil fines and criminal penalties.

For Residents of Puerto Rico: Any person who, knowingly and with intent to defraud, presents false information in an insurance request form, or who presents, helps or has presented a fraudulent claim for the payment of a loss or other benefit, or presents more than one claim for the same damage or loss, will incur a felony, and upon conviction will be penalized for each violation with a fine no less than five thousand (5,000) dollars nor more than ten thousand (10,000) dollars, or imprisonment for a fixed term of three (3) years, or both penalties. If aggravated circumstances prevail, the fixed established imprisonment may be increased to a maximum of five (5) years; if attenuating circumstances prevail, it may be reduced to a minimum of two (2) years.

For Residents of All Other States: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance may be guilty of a crime and may be subject to fines and confinement in prison.

Company Tracking Number: AE-1065, AE-1067

TOI: L04G Group Life - Term Sub-TOI: L04G.500 Other

Product Name: Group Term Life

Project Name/Number: Conversion Applications/AE-1065

## **Supporting Document Schedules**

Item Status: Status

Date:

Satisfied - Item: Flesch Certification

Comments: Attachment:

Flesch Score Conversion Apps.pdf

Item Status: Status

Date:

Bypassed - Item: Application

**Bypass Reason:** A policy is not being filed at this time.

**Comments:** 

Item Status: Status

Date:

Satisfied - Item: Cover Letter

Comments:

Attachment:

Conversion App Cover Letter.pdf

# Name of Company: <u>UNUM Life Insurance Company of America</u>

This is to certify that the forms listed below meet the minimum score required by the Flesch Reading Ease Test.

Form and Form Number to which the Certification is Applicable

| <u>Form</u>                | <u>Form No</u> . | Flesch Score |
|----------------------------|------------------|--------------|
| Application for Conversion | AE.1065          | 52.6         |
| Application for Conversion | AE.1067          | 52.6         |

Manum Johnson
Officer's Name

Vice President Officer's Title

Date: February 20, 2009



February 20, 2009

Rosalind Minor Arkansas Insurance Department 1200 West 3<sup>rd</sup> Street Little Rock, AR 72201-1904

Re: Unum Life Insurance Company of America
NAIC # 416-62235; FEIN # 01-0278678
Form # AE-1067, Life Insurance Notification of Conversion Privilege
Form # AE-1065. Life Insurance Notification of Conversion Privilege

Dear Ms. Minor:

Enclosed for your review and approval please find the above captioned forms. This filing consists of a new series of Group Life insurance applications for Conversion, which have been designed and drafted to the extent possible to reflect a uniform look and contain consistent language to streamline the application process. Please note that the only difference between the two Life conversion applications is the phone number on page 1, item 4.

Please note that the forms AE-1067 and AE-1065 are substantially similar to the substantive content of the previously filed AE-1042 form (approved on February 18, 2008), however, the AE-1042 form was erroneously filed with limited variability.

We would like to reserve the right to make non-material formatting changes to these forms including, but not limited to paper stock, typeface (but not font size), and page layout.

We would also like to request the following variability for these forms:

- 1. Any number may be varied. However, the number will never be below any statutory minimum.
- 2. If an Employer requests that we pre-fill certain fields on the form before printing, such as Employer name and address information and Group # information, we may provide customized forms for that Employer.
- 3. If an Employer refers to its employees as something other than "Employee" (for example: Associates or Members), we may replace references to "Employee" with a term appropriate to that Employer. If the Employer is referred to as

something other that Employer (for example: Policyholder) we may replace references to reflect a term appropriate to the Employer.

- 4. We may delete any boxes or text if it does not apply to a particular plan.
- 5. We may vary the content of any form completion or mailing instructions in the event it is appropriate for a particular plan.
- 6. If an Employer wishes to place their name and company logo on the form, we may place this information on the form (in addition to, but not to replace the appropriate insuring entity or the Unum name and logo).
- 7. The Authorization text or placement of text may vary in response to or to comply with Federal and/or State Privacy laws.
- 8. Given the various methods for electronic enrollment from which an Employer may choose, such as Interactive Voice Response (IVR) or web-based technology provided via either the Employer's site or a third-party administrator, we wish to allow flexibility in the manner in which we present the questions and other form text. We assure you that the substance and content of the health questions will not vary. Rather, the manner in which questions are presented to the employees may differ according to the technology utilized. For example, one Employer may prefer IVR technology; thus the questions will be read to the enrollee one at a time. The questions will then be replayed along with the employee's answers, to provide an opportunity for the employee to attest to his/her answers. For web-based enrollments, the number of questions contained on a single screen may vary, and the manner in which the enrollee answers the questions may differ. For electronically transmitted or displayed forms, we will use characteristics designed to meet the same regulatory objective as does the hardcopy form.

If anything further is needed to complete this submission, please do not hesitate to contact me at (800) 974-2266 extension 54505, fax (423) 785-2914, or email ellendesrosiers@unum.com.

Sincerely,

Ellen J. Desrosiers

Unum Life Insurance Company of America